

79th Assembly District Internship

Total Hours/Week: 15-30
Number of Days: flexible
Duration: seasonal
Salary: n/a
Contact: George V. Balgos (619-409-7979)

Requirements

- ✓ Must be able to type at least 40wpm*
- ✓ Must possess strong communication skills*
- ✓ Must be energetic and dependable with good organizational skills.*

Job Duties

Drafting constituent letters and conducting community research along with other special projects as determined by staff. Interns may be asked to attend community functions on behalf of the Assembly Member. Additionally, interns will be performing a variety of clerical duties such as answering phones and filing office paper work.

Additional Information

Bilingual speakers preferred, but not required. We are seeking individuals with strong communication skills to work in a challenging and professional environment. Ideal candidates should also be familiar with common programs such as MS Word, MS Excel, Outlook, as well as internet search engines.